



Carleton University Academic Integrity Policy

The Carleton University Academic Integrity Policy applies to all students. Regarding Tests and Examinations, the policy states that:

The University is committed to ensuring fairness and consistency in the completion of examinations. As part of this commitment, students are required to follow proper examinations procedures. A student who commits a violation of this Policy on an examination, test, or takehome examination, or obtains or produces an answer or unfair advantage are subject to sanction under this Policy. This includes but is not limited to:

- 1) bringing to the examination/test room any unauthorized material;
- 2) writing an examination or part of it, by consulting any person or materials outside the confines of the examination room without permission to do so;
- 3) intentionally leaving answer papers exposed to view;
- 4) attempting to read other students' examination papers;
- 5) speaking to another student (even if the subject matter is irrelevant to the test);
- 6) disrupting or delaying a test or examination;
- 7) failing to comply with the instruction of a University official administering an examination.

A violation of this Policy may also occur by breaching one of the Rules and Procedures of Examinations.

Examination Procedures:

- 1) Students must leave any unauthorized items in a place specified by Examination staff.
- 2) Students who become aware that they have unauthorized materials in their possession during an examination should inform Examination staff immediately.
- 3) Students may not bring any food or drink into the Examination Room, except water in a sealed, transparent, non-breakable, unlabelled container.
- 4) Students may not enter the Examination Room after the first half-hour of the examination.
- 5) Students may not leave the Examination Room during the first half-hour of the examination, except under circumstances of duress, and must sign the Examination Signing Sheet before leaving.
- 6) Students must provide official identification in the form of their Carleton University Campus Card or government-issued identification with photo.
- 7) Students must provide their own printed name, student number, and signature on the Examination Signing Sheet, and may not leave the Examination Room until this has been done.
- 8) The only time students may leave the Examination Room with the intention of returning is to use the washroom. They must bring their examination materials and ID Card to the designated sign out staff person, and both sign out and sign back in, on the sheet provided.
- 9) Students are expected to complete a final examination once begun. If, while the exam is in progress, a student experiences a significant deterioration of health causing acute symptoms that prohibit her/him from completing the exam and require immediate and/or emergency medical attention, or is informed of a domestic emergency and is unable to complete the examination, she/he must hand in her/his answer books at once to an invigilator and inform the invigilator that she/he is unable to continue. She/he will then receive additional instruction.
- 10) Students who have doubts about the meaning or completeness of a question should make an assumption about what is needed to answer the question and state this assumption at the beginning of their answer.
- 11) Students must ensure that all answer books and/or answer sheets have their name and student number on them. Upon completion of the exam, they should give the invigilator all used and unused answer books and/or answer sheets, and the question paper if required, and verify that their name has been checked on the signing sheet before leaving.

Please read the other side of this document before your exam begins



Before you begin your exam please **look around** and **locate the closest emergency exit** to your seat.

In the event of a **fire alarm**, **close** your **exam papers** and **exam booklets** and **leave them** on your desk.

Do not attempt to **bring any belongings** with you.

Leave your **ID** card **on** your **desk**.

Leave through the **closest** emergency **exit**.

Distance yourself **from** the **building** by at least **fifteen metres**, outside of fire routes.

Throughout evacuation and re-entry, **examination conditions continue** and **exam rules remain in force**.

When **Fire Officials** have **determined** whether it is **safe** to **return** to the building, **Examination Staff** will **communicate** next steps. **Remain attentive** for this **instruction**.

Upon **re-entry**, you are **required** to **follow the instruction** of your **invigilator** as to **when you can be seated** and **resume** your **exam**.

COMPLYING WITH THESE INSTRUCTIONS WILL ENHANCE YOUR AND OTHER STUDENTS' SAFETY IN AN EMERGENCY

PLEASE READ OTHER SIDE OF THIS DOCUMENT BEFORE EXAM BEGINS

LEAVE ON THE DESK FOR NEXT STUDENT – *please* – DO NOT DEFACE